



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
NOVEMBER 2, 2009**

Present:

- Carol Ann Bradley, Chair
- Bill Penniman, Secretary
- Colin Mills
- Bill Bouie, Vice Chair
- Beverly Cosham
- Cathy Vivona, Treasurer
- Bill Keefe

Absent and Excused:

- John Gasson
- Claudine Varesi

Staff:

- Leila Gordon, Executive Director
- Colleen Elliott, Executive Assistant

Visitors:

- None

The Chair called the meeting to order at 8:00 p.m.

Approval of the Agenda:

Carol Ann Bradley, Chair

MOTION #1:

Colin moved that the Board approve the agenda as amended with the January 2009 retreat changed to January 2010. Bill B. seconded the motion. The motion passed unanimously.

Approval of the October 5, 2009 Board Minutes:

Carol Ann Bradley, Chair

MOTION #2:

Colin moved that the Board approve the October 5, 2009 Board Minutes. Bill B. seconded the motion. The motion passed unanimously.

Approval of the October 5, 2009 Board Actions:

Carol Ann Bradley, Chair

MOTION #3:

Colin moved that the Board approve the October 5, 2009 Board Actions. Beverly seconded the motion. The motion passed unanimously.

November 2, 2009 Board of Governors Meeting Minutes

Chair's Annual Report:

Carol Ann Bradley, Chair. The report was summarized and submitted for the record. See attached report.

Citizens Input

Carol Ann Bradley, Chair.

No citizens were present.

Committee Reports

Carol Ann Bradley, Chair

Program Policy Committee – October 26, 2009

Bill Keefe, Chair. See attached report.

MOTION #4:

Colin moved that the Board approve staff's redesign of summer 2010 youth and teen programming, based on Program Policy's recommendation. Bill B. seconded the motion. The motion passed unanimously.

Finance Committee – October 26, 2009

Cathy Vivona, Chair. See attached report.

MOTION #5:

Cathy moved that that funds be moved from Character 20 to Character 30 to reflect the redesign of summer 2010 youth and teen programming. Bill B. seconded the motion. The motion passed unanimously.

Preference Poll Committee – November 2, 2009

Bill Penniman, Chair

Bill P. reported that the Preference Poll Committee met earlier in the evening and reviewed staff's report of the 2009 Preference Poll results and costs. The first time use of online and mail-in balloting was successful. See attached report.

Long Range Planning – November 2, 2009

Bill Bouie, Chair

Bill B. reported that the Long Range Planning Committee met earlier in the evening to discuss the proposed T-Mobile antenna on top of RCC Hunters Woods.

MOTION #6:

Bill B. moved that the staff authorize the County to move forward on RCC's behalf with negotiations with T-Mobile. Colin seconded the motion. The motion passed unanimously.

Approval of Committee Reports:

Carol Ann Bradley, Chair

MOTION #7:

Bill B. moved to accept the committee reports. Colin seconded the motion. The motion passed unanimously.

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Nominating Committee and Proposed Officer Slate:

Beverly Cosham, Nominating Committee Chair

Beverly reviewed the proposed slate of officers for 2009 – 2010:

Carol Ann Bradley, Chair

Bill Bouie, Vice Chair

Bill Penniman, Secretary

Cathy Vivona, Treasurer

Election and Seating of New Board Officers

MOTION #8:

Bill K. moved that the Board approve the proposed slate. Colin seconded the motion. The motion passed unanimously.

The new officers were seated.

Committee Assignments

Carol Ann Bradley, Chair

Carol reviewed the committee assignments for 2009 – 2010 as well as liaisons to community organizations. See attached Board Contact Sheet and Committee Assignments. Leila will write a letter to each organization to let them know which Board member is their liaison.

New Chair's Remarks:

Carol Ann Bradley, Chair

Carol thanked the Board and stated she has learned a lot from being on the Board. All of the Board members are committed to the community. Carol is looking forward to the coming year and the Board's continued work together. The Board will have its annual retreat at nearby Airlie on January 8 – 9, 2010.

Executive Director's Report:

Leila Gordon, Executive Director. The report was summarized and submitted for the record. Leila noted that the website is down but should be back up within 24 – 36 hours.

New Business

There was a brief discussion about the schedule of committee meetings. Finance is the only committee that will meet monthly. The other committees will meet quarterly or as needed. See attached Board Contact Sheet and Committee Assignments.

Bill P. suggested that additional hand sanitizers be installed at the front entrance of both RCC locations. Leila stated they will also be installed in the meeting rooms.

Bill P. encouraged everyone to visit the staff art exhibit at RCC Hunters Woods.

Bill K. requested that staff look into the possibility of erecting a sign on Colts Neck Road to identify RCC. Leila stated she will explore what would be involved. The property manager has strict signage restrictions.

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Adjournment

MOTION #9:

Colin moved that the meeting be adjourned. Bill B. seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:42 p.m.

A handwritten signature in black ink, appearing to read "William Penniman", with a long, sweeping horizontal stroke extending to the right.

William Penniman, Board Secretary

November 15, 2009

Date

**RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS MEETING ON NOVEMBER 2, 2009**

- | | | |
|-----------|----|--|
| 09-11-2-1 | Bd | That the Board approve the agenda as amended with the January 2009 retreat changed to January 2010. |
| 09-11-2-2 | Bd | That the Board approve the October, 2009 Board Minutes. |
| 09-11-2-3 | Bd | That the Board approve the October, 2009 Board Actions. |
| 09-11-2-4 | Bd | That the Board approve staff's redesign of summer 2010 youth and teen programming. |
| 09-11-2-5 | Bd | That funds be moved from Character 20 to Character 30 to reflect the redesign of summer 2010 youth and teen programming. |
| 09-11-2-6 | Bd | That the staff authorize the County to move forward on RCC's behalf with negotiations with T-Mobile. |
| 09-11-2-7 | Bd | That the Board approve the Committee reports. |
| 09-11-2-8 | Bd | That the Board approved the proposed slate of officers. |
| 09-11-2-9 | Bd | That the meeting be adjourned. |



William Penniman, Board Secretary

November 15, 2009

Date



MEMORANDUM

DATE: October 27, 2009
TO: RCC Board of Governors
FROM: Bill Keefe
Chair, Program Policy Committee
SUBJECT: October 26, 2009 Program Policy Committee Meeting

The Program Policy Committee met on Monday, October 26, 2009. Present were:

- Bill Keefe, Program Policy Committee Chair (arrived late)
- Colin Mills, Program Policy Committee Vice Chair
- Carol Ann Bradley, RCC Board Chair
- Bill Bouie
- Beverly Cosham (Committee member)
- Bill Penniman
- Cathy Vivona (Committee member)

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Debbie Heron, Youth Program Director
- Colleen Elliott, Executive Assistant
- Eileen Boone, General Programs Director
- Renata Wojcicki, Finance Director

The Committee Vice Chair officially called the meeting to order at 6:05 p.m.

Leila stated that the purpose of the meeting was to lay out changes to youth programming for summer 2010. The changes will be budget-neutral but involve more expenses in character 30 (operating expenses) and less in character 20 (personnel).

The motivation for the changes was brought about by two things. The first is the Latchkey Youth Initiative. This group's desire is to avoid conflicts in programming and to serve as many young people as possible. The second motivation is the increasing difficulty associated with renting a school in which to hold Camp Goodtimes. The amounts of space and time available have decreased – making it difficult to provide an all-day option for families – and cost has increased for rent and custodial services.

Eileen provided handouts with the proposed draft schedule and more detail about the new format. The YMCA and RA are better equipped to run traditional camps in their facilities. The Y has unlimited capacity and RA had to cancel three age group sessions due to low enrollment, so there is unused capacity in both programs. At the same time, RCC, the Y, and RA all have high enrollment and wait lists for specialty camps. By not spending money to rent a school and run Camp Goodtimes, RCC would have more resources available to increase specialty camp programming (one-week half-day camps

focused on one subject) and provide better opportunities for more children for the same cost. Last year there were 473 seats available at Camp Goodtimes. The proposed new programming has 677 seats.

The proposed programming adds fifteen new half-day specialty camps. One of the major challenges is accommodating all age ranges for a full day. Building space is limited and various instructors want to teach certain topics to certain age groups. Staff is still working on filling out the schedule with creative programming. It was suggested to have an athletic option for each age group during each time slot. After-care will be available from 4:00 – 6:00 p.m.; a movie will be shown each day. The cost of a full day – two specialty camps plus after-care – is slightly higher than the cost of Camp Goodtimes. There is also an Adventure Camp, which is like a junior Road Rules for ages 6 – 11. This camp can accommodate 40 children for 5 weeks.

There is a possibility of adding a traveling arts camp for week 7. For week 9, staff is hoping to work with Fairfax County Public Schools to present a back to school readiness camp. There is currently no recommendation about offering scholarships to RA and Y camps. This concept needs further exploration. Leila stated that families should have to pay some portion of the fee for a summer camp offering to cut down on absenteeism of scholarship campers.

There was a discussion about public perception of the new programming and opposition to change. An idea was proposed that children could enroll in “Camp Goodtimes” for the full eight weeks, at a discount, and be placed in various specialty camps each week as scheduling permits. Some Board members were in favor of keeping the name “Camp Goodtimes” in some form, such as “Camp Goodtimes on the Road” for the Adventure Camp, while others were against it because it could create confusion since the camp will not be the same. It was suggested to conduct a focus group with Camp Goodtimes parents on how to present the new programming. Parents will receive a letter well in advance informing them about the changes.

Eileen stated that with 80% enrollment in all camps, revenue would be slightly higher than it was for Camp Goodtimes.

Colin made a motion to have staff continue to pursue the new programming for youth for summer 2010. Cathy seconded the motion. The motion passed unanimously.

The Vice Chair adjourned the meeting at 7:07 p.m.



MEMORANDUM

DATE: October 27, 2009
TO: RCC Board of Governors
FROM: Cathy Vivona
Treasurer and Chair, Finance Committee
SUBJECT: October 26, 2009 Finance Committee Meeting

The Finance Committee met on Monday, October 26, 2009. Present were:

- Carol Ann Bradley, RCC Board Chair
- Bill Bouie
- Bill Penniman
- Cathy Vivona

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Colleen Elliott, Executive Assistant
- Renata Wojcicki, Finance Director

The Chair called the monthly Finance Committee meeting to order at 7:22 p.m.

Renata conducted a review of the financials at the close of the first quarter. She stated that the report is presented in a new format with a separate document for notes to improve ease of readability.

Revenue

The Administration revenue budget of \$6,877,418 reflects the reduced estimate recommended by the Department of Management and Budget (DMB), (\$430,387), from the adopted FY2010 budget of \$7,307,805 (shown on the last month's report.) This is the combined estimate of tax revenue, interest revenue, and facility rental.

Fairfax County's Department of Taxation (DTA) estimates indicate that RCC will collect \$6,639,319 in tax revenue instead of \$7,035,203. The estimated tax revenue budget decrease is \$395,884. Interest revenue is also lower than anticipated by \$34,503. The adopted FY2010 interest revenue budget was set at \$197,602 (which was listed on the August report) and reduced to \$163,099. RCC's collection of interest revenue has averaged \$9,000 per month for the past three months. If that trend continues, RCC may collect only \$120,000 in interest revenue, which is \$43,000 short of the new estimate of \$163,099. Renata is watching the number very carefully, and if further reductions are necessary, they will be addressed later.

Performing Arts revenue consists of theatre admissions and Professional Touring Artists season ticket sales. Collection is not evenly divided by month; it varies with our performance schedule. Performing Arts theatre rental collection takes place at the end of the fiscal year. Performing Arts Cultural Activities/Arts Organizations is the revenue clearing line for community arts box office receipts and

payments. For Aquatics Classes/drop-in, class registration started on August 1. Also \$15,753 was moved from July 2009 Aquatics rental revenue to Aquatics class/drop-in revenue line to correct a typing error. RCC collected \$7,860 in Aquatics rental revenue during the month of September. General Programs Administration is a non-revenue earning category.

Program Revenue for July and August represents revenue collected in May-June for summer FY2010 programs. For Teens, fall program registration started August 1. The Road Rulz summer camps' revenue is included in the year-to-date figure. This period shows the greatest amount of revenue collection during the year for Teens. Fall program registration started on August 1 and is in progress for Seniors, Youth, and Adult. Winter/Spring registration will start December 1. For Community Events, Multicultural Festival booth rental revenue was collected in September. Camp Goodtimes summer camp revenue collection is at 88.01% due to \$10,935 in scholarships being awarded to the participants who qualified. Scholarships are not shown in the RCC financial reports as revenue or expenses. The September figure represents processing of a refund. For Arts Education, the Fall program registration started August 1, and summer program revenue is also included in the year-to-date figure.

Personnel Expenses

Personnel expenses are on track. Administration's allocated budget is typically under-spent; funding provides for contingencies. For Maintenance, repair projects occur in late August/early September requiring more manpower than typical pay periods. For Teens, Road Rulz summer camp labor costs occur in July/August. Road Rulz offerings will be increased for FY2011; FY2010 personnel costs will be lower due to discontinuation of the SOS program. Camp Goodtimes summer camp costs occur in July/August. Arts Education LARK/YAT costs occur in July/August.

Operational Expenses

For Administration, August budget figures included carryover encumbrances in highlighted categories. As the purchase orders were closed below the encumbrance amounts, the budget allocation was accordingly reduced, leaving budgeted amounts in September that are lower than those presented in your August report. Not all Master Blanket reservations have been made; alternative direct purchasing is also being used. The prior years' pattern may change somewhat accordingly. Expenses for the Community Survey are included. Remaining costs for the survey will post in October. Board expenses include Preference Poll, Retreat, and Meeting costs. Several other Preference Poll costs that will post in October include printing, postage and League of Women Voters agreement costs. For Booking, there were Large Purchase Orders (reservations that will be "spent down") for custodial services and heating oil. For Facility Engineering, we will re-evaluate this budget line allocation depending on outcomes of repair issues. The amount includes \$67K for a spa dehumidifier replacement which will be reclassified as an expense in the Natatorium renovation project line in Character 90. Community Partnerships is a reallocation of funds for partnerships (rather than funds from Program budgets), e.g., IPAR, Reston Interfaith, Fairfax Partnership for Youth, Inc. (in support of the Reston Latchkey Youth Initiative) and others.

Capital Projects

HVAC/Natatorium includes outstanding punch list items and related expenses. Lines 1-4 are FY2008 – FY2009 Capital Projects. We will work with the Performing Arts staff to resolve items that are showing as incomplete. For HW LA Priority projects, submission of plans will be made to the Building Committee per Board request. The moving lights have been purchased. There is a substantial amount of work to be redone on the theatre restroom renovation during the next break in the theatre use schedule.

New Business

Bill Penniman moved that funds be moved from Character 20 to Character 30 pending Board approval of the reprogramming of 2010 summer youth and teen offerings as moved by the Program Policy committee. Bill Bouie seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 7:48 p.m.



Executive Director Report for October 2009

Administration

Of note in October, the Customer Service and Media teams supported the execution of the new processes for the Annual RCC Board of Governors Preference Poll. Under the guidance and leadership of Tom Ward, this process went extremely smoothly for its inaugural run. Patron concerns were mostly with the fact that the Poll was being conducted even though the seats for the Board were uncontested. It was explained to them that the Memorandum of Understanding (MOU) between us and the Fairfax County Board of Supervisors requires a Preference Poll be conducted which satisfied those who inquired.

Programs

Arts and Events

October featured two shows in the Professional Touring Artist Series. Sweet Plantain delighted the audience in attendance with their unique Latin jazz classical fusion blend. The performers were startled when the crowd demanded an encore, and they had to scramble to the dressing room to find the sheet music for the selected piece.

The month also featured activities surrounding the staged reading of *The Laramie Project: 10 Years Later*. To engage students in the dialogue surrounding the 11th anniversary of the beating death of Matthew Shepard, a gay University of Wyoming college student, the Arts & Events team brought Judy Shepard, Matthew's mom, to South Lakes High School to speak to over 500 students. Her talk was met by a spontaneous standing ovation by the students after she finished. Many of those students joined the community on October 12 for the reading performed in partnership with the Reston Community Players. Our event was one of over 150 similar presentations being given across the world. The evening featured a live broadcast from Lincoln Center in New York (featuring Glenn Close and Judy Shepard) as well as a very spirited post show discussion.

On the Community Events side we supported the 3rd Annual Lake Anne Jazz Festival and The Festival on the Square at Reston Heights. The Jazz Festival was a successful day for the organizers helped by perfect weather. The Festival on the Square, on the other hand, had some bad luck due to the pouring rain.

Arts Education classes continue to show evidence of robust community demand for these programs. They include classes for all ages in Visual and Performing Arts.

Arts Education

	Fall 2008	Fall 2009
Classes Offered	44	49
Cancellations	1	2
Total Participants	402	445
Total Participants on Wait List	119	118
Maximum Enrollment	458	525
Percent Of Capacity	88.00%	85.00%

Professional Touring Artists Series 2009

	Attendance	Percent Capacity
Trial of the Catonsville Nine	205	71%
Firoozeh Dumas	99	34%
Sweet Plantain	92	32%
The Laramie Project: 10 Years Later	187	64%
Total Year to Date	583	50%

General Programs

The General Programs Department has surpassed the fall 2008 total enrollment despite having 53 upcoming classes with available seats. The total enrollment for the fall 2008 season was 2,492, whereas the fall 2009 season has already reached 3,013 as of October 29, 2009.

Particular highlights this season include a variety of regularly occurring classes as well as several new, first-time offerings. In the Youth Department, the most notable new programs include Math Crafts and Brain Teasers (fully enrolled with 15 students), Karate for Kids (fully enrolled with 16 students and one on the waitlist), and Fitness and Tumbling (fully enrolled with 8 students and nine on the waitlist).

The Teen Department sponsored its annual Scholarship Workshop, which was fully enrolled with 75 participants. New creative arts classes included Pumpkin Portraits (fully enrolled with 18 waitlisted) as well as Cooking What You Want – a new healthy cooking program for “twens” and teens. This class achieved 71% enrollment, which is impressive for a first-time Teen program offering.

Within the Adult Department, it is no surprise that Fitness classes continue to attract and amass fairly significant waitlists. This season the most popular fitness programs have included Pilates I, Belly Dancing Level I, Body Sculpting, Tai Chi, Prenatal Yoga, and evening Hatha Yoga. Additionally, our ongoing ESL program, now led by the USDA Graduate School, has enrolled 49 students – the highest number of students in over three years. We suspect the increase in enrollment is due to our advertisement of the fall 2009 program in multiple languages. A very attractive tri-fold brochure was designed by our Media Department, in coordination with the USDA Graduate School, and the program information was translated into four languages – Spanish, Farsi, Chinese and Russian.

The Senior Adult Department also offered several new programs this fall, and most have met with great success. The Knitting for Beginners craft class is fully enrolled with 15 students and the revived Widow/Widowers Group achieved 67% enrollment. Regularly occurring programs such as Beginning Level ESL and Gentle Yoga amassed waitlists, and popular outdoor and daytime excursions included the sold out Murder Mystery Dinner at the Blair Theatre, White Water rafting, and Hiking the Potomac Trail.

Age Cohort	Fall 2008	Fall 2008 Waitlist	Fall 2009	Fall 2009 Waitlist
Youth	659	89	700	112
Teen	314	7	257	45
Adult	826	171	1125	84
Senior Adult	693	164	931	86
Total	2492	431	3013	327

53 remaining classes will occur from November 1 – December 31.

Aquatics

It is important to note that the Fall 2008 figures represent a small fraction of programming that typically takes place as our Terry L. Smith Aquatics Center was closed in the Fall of last year while being renovated. Also of note is the continuing evidence of our wait list numbers that our facility is not meeting current levels of demand for registered programming. With a wait list that is another 65% of existing enrollment, it is clear we are frustrating a sizable portion of the community. It is also important to note that this number no longer includes people who simply give up registering for an Aquatics program after several unsuccessful attempts.

	Fall 2008	Fall 2009 to date
Number of classes	82	221
Number of enrollees	412	1072
Number on waiting lists	140	698
Fees charged for activities	\$17,332.00	\$44,978.00
Drop-in aerobics participants	1,072	1,025
Rental participants	3,404	1,726

Executive Director Outreach

Meetings/Events: Lake Anne Jazz Festival, GRACE Annual Meeting, Judy Shepard event, *The Laramie Project: Epilog*, Latchkey Youth Initiative (met new Executive Director), All Staff meeting for RCC, IPAR Board meetings, Community Survey Focus Group, Reston Multicultural Festival Wrap-Up and Volunteer Appreciation meeting, Northern Virginia Parks and Rec Directors monthly meeting, RCC's United Way Kick-Off, and production of a November CNN Headline News insert to support participation in the Survey and our Thanksgiving Food Drive.

Of note to the Board and friends of Ann Rodriguez: The community Celebration of the Life of Ann Rodriguez will occur in the RCC Hunters Woods Community Room on Wednesday, December 2 at 11:30 a.m.